

B0157 – Verify Employment Report

Filter on: Last 4 digits of SSN# and Employee Last Name to get just a single employee.

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables			
	Variable	Current Selection	Description
*	Last 4 Digits of SSN (XXXX - Sing	9999	
*	Last Name of Employee in UPPEI	NAME	

When filtering on Last 4 of SSN# make sure you select 'Search' in the Show View box and then enter an asterisk (*) and the last 4 digits of the employees SSN# (see screen print below).

*Filter

Show view: Search

Search

Last Four of SSN: Key *9999 Search

Maximum 1000

Last Four of SSN Key	

*Report

Organizational Unit		Employee	Employee's Name	Effective Date	Action Type	
20000000	STATE OF NC	12345678	NAME, PHONEY	06/18/2007	ZZ	CONVERSION-Active
20000000	STATE OF NC	12345678	NAME, PHONEY	12/01/2007	ZY	POSITION ASSIG-Active
20000000	STATE OF NC	12345678	NAME, PHONEY	01/01/2008	Z9	Appointment Change (NC)

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*Report continued...

Action Reason	Position		Emp Pay Level	Annual Salary	Prior Salary	Change
01 CONVERSION-Active	99999999	99999999	NA	0	0	0
01 POSITION ASSIGNMENT-Active	69999999	State Worker	A	75,400	0	75,400
11 Probation to Permanent	69999999	State Worker	A	75,400	75,400	0

* Initial Selection Criteria

▼ Columns
▪ Key Figures
▼ Rows
▪ Organizational Unit
▪ Employee
▪ Employee's Name
▪ Effective Date
▪ Action Type
▪ Action Reason
▪ Position
▪ Emp Pay Type
▪ Emp Pay Area
▪ Emp Pay Group
▪ Country
▪ ESG CAP
▪ Emp Pay Level

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* Additional Selection Criteria

▼ Free characteristics	
▪ Agency Hire Date	▪ Pos Addr Street
▪ Age Range	▪ Pos City
▪ Cal Mth/Yr	▪ Pos Country
▪ Employee Group	▪ Pos County
▪ Employee Subgroup	▪ Pos Pay Area
▪ Employment Status	▪ Pos Pay Group
▪ Ethnic Origin	▪ Pos Pay Level
▪ Fiscal year/period	▪ Pos Pay Type
▪ Gender	▪ Prior Position
▪ Job	▪ Processed Date
▪ Job Branch	▪ SOC Code
▪ Job Family	▪ State
▪ Last Four of SSN	▪ Supv Employee
▪ Length of Serv. as of Date of Action	▪ Supv Position
▪ Original Hire Date	
▪ Personnel Area	
▪ Personnel Subarea	

- This report pulls from IT0000 – Actions, IT0001 – Organizational Assignment, IT0002 – Personal Data, IT0008 – Basic Pay, IT0041 – Date Specifications, and IT0077 – Additional Personal Data.
- ‘Columns’ shows the field selections that are displayed on the report.
- ‘Free Characteristics’ shows the additional field selections that can be dragged and dropped in and out of the report.
- This report lets you verify that an employee is active with the State.